

2015 PLAN GUIDE FOR FOOD SERVICE PLAN REVIEW

Public Health – Seattle & King County
Environmental Health Division
Food & Facilities Section
401 – 5TH Avenue, 11th Floor, Seattle, WA 98104



This guide is to help you through the food service plans review process. Complete the check list on the next page to assure that you have all of the necessary information. If you have any questions, please call the plans examiner for your area. Plans examiners take calls and walk-ins **between 8-10am (Seattle Location)**. If they are not available, please leave a voice message and they will return your call.

For businesses located within the cities of Burien, Seattle, Mercer Island, Shoreline, Vashon Island, and Unincorporated King County (Skyway and White Center only), please contact:

Sid Forman: (206) 263-8531 or (206) 263-9566
Pat Murphy: (206) 263-8484 or (206) 263-9566

For businesses located elsewhere in King County (cities not listed above) and in Unincorporated King County, please contact:

Mike Bratcher: (206) 477-8144 or (206) 477-8050
Diane Agasid: (206) 263-2157 or (206) 477-8050

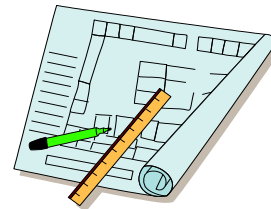
For all City of Seattle and Unincorporated King County Plumbing review questions please contact Tracy Belvill, at 206-263-8510.



BE SURE PLANS ARE OF PROFESSIONAL QUALITY (TO SCALE AND IN DETAIL).

INCLUDE THE PLAN REVIEW FEE
The Plan Review Fee is not refundable

“THE HEALTH DEPARTMENT REQUIRES 2 SETS”



The building department for Unincorporated King County (DPER) requires **4** sets.
Incorporated cities vary with the number they need. Check with the local building department.
PROVIDE THE CORRECT NUMBER OF PLANS SETS

Alternate formats available upon request

CHECKLIST FOR A FOOD SERVICE ESTABLISHMENT

Provide information on the following items:

1. Cover Sheet

____ Assure your plan packet is complete to avoid delays or your plans may not be accepted.

2. Plan Review Application

____ Name of food service establishment and address

____ Contact person or agent and phone number and address

____ Ownership information (owner/manager)

____ Site plan showing building in relation to streets, sidewalks, and parking

3. Scope of Work

____ Provide a brief description of the scope of your project.

4. Menu

____ List all food and beverages to be served

____ Document food preparation procedures and style of service

____ Anticipated maximum meals per day

5. Equipment Floor Plan (Elevations of equipment sections may be required)

____ Make and model of all refrigeration and freezer units

____ Details of cooking line (fryers, stove, ovens, and grills)

____ Hot holding equipment

____ Work station details (cutting blocks, tables, etc.)

____ Shelving for adequate storage space

____ Self-service areas with sneeze guards (buffet line, salad bars, etc.)

____ Equipment certified by the American National Standards Institute (ANSI) complies with food safety sanitation standards. Other equipment meeting food safety standards may also be allowed.

5. Seating

____ Total number of seats (inside, outside, bars, lounges, banquet rooms, etc.)

____ Square footage of the entire space (include kitchen, restrooms, storage, outdoor seating, etc.)

6. Finish Schedule

____ Floors, walls, ceiling details

____ All surfaces must be smooth, durable and easily cleanable

7. Sinks

____ Handwashing sinks

____ Prep sink

____ 3-compartment sink is required. A commercial dishwashing machine may also be added

____ Mop sink

____ Dipperwell (if bulk ice cream) (optional)

8. Restrooms

____ Distance to restrooms

____ Public

____ Employee

You must state on plans → *“Public Health - Seattle & King County inspection required on completion of work prior to opening”*.

You must state on plans → *“NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL”*.

GENERAL INFORMATION

Whenever you remodel or start a new food service operation, there is a 2-part “plan review” process you must go through with the health department. The first step must be completed before construction begins. The second step must be completed before you can open for business.

SUBMITTAL:

Seattle, King County and all Incorporated Suburban Cities - Two (2) sets of professional quality plans (drawn to scale) must be submitted directly to Public Health – Seattle & King County, at the Downtown Environmental Health Office located at 401 Fifth Avenue, Suite 1100, Seattle, WA 98104. Refer to the “Checklist for Food Service” on page 2 for expected content. The “Coversheet” must be on top of the plan packet.

Unincorporated King County – You have the option of submitting plans to the Department of Permitting and Environmental Review (DPER), located at 35030 SE Douglas St, Ste. 210, Snoqualmie, WA 98065-9266. DPER will require **four (4)** sets of plans. They will route plans to Public Health – Seattle & King County for review. DPER will include the health review fees in their billing to you.

Be advised that some jurisdictions may not accept or approve plans until drawings have been stamped approved by Public Health – Seattle & King County.

FEES FOR SERVICES:

The plan review fee for **new construction** or tenant improvement (conversion of an existing space to a food service establishment) is a 4-hour base fee, or **\$860.00**, plus \$215/hour for any time spent after 4 hours. This includes the pre-opening inspection and travel time.

For establishments proposing a **remodel**, the plan review fee is a 3-hour base fee, or **\$645.00**, plus \$215/hr after 3 hours. This includes the pre-opening inspection and travel time.

In a large facility with **multiple** food service operations (hotel, grocery, etc.), each operation requires a separate plan review (and eventually, a separate permit). The fee is a 3-hour base fee, or **\$645.00**, plus \$215/hr after 3 hours for each operation. This includes the pre-opening inspection and travel time.

If plans are disapproved and returned for changes, a **resubmittal** fee is required for the re-examination of plans at an hourly rate of **\$215.00 per hour**.

The plan review fee is not refundable. If construction has begun before the plan review is approved, the food service operations owner will be charged a penalty fee of one-half the plan review fee.

NEXT STEPS:

Upon receipt of complete plan review packets, the plans are placed in a queue on a “first come, first serve” basis. The health department does not provide any “rush” plan reviews whatsoever. When the plans reach the top of the queue, a plans examiner will review the plans for all items in the checklist, such as type of menu, sinks, food equipment, and types of floor/wall/ceiling coverings.

A letter stating “plans are approved”, or an email or letter outlining “corrections needed”, will be sent after the plans are reviewed. If you receive a correction letter or email, the sooner you provide the revisions or information needed, the sooner the plans examiner can re-examine your plans.

You may also receive a bill for any time spent beyond the base fee. The fee must be paid before any additional work is performed by the health department.

After you receive your plan approval, you must pick up your approved and stamped plans within one (1) month. Failure to do so may result in plans being discarded and going through the plan review process again.

Approved plans are good for two (2) years from the date of approval.

PRE-OPERATIONAL INSPECTION:

Once the building permit has been issued, construction can begin. As you near completion but before you can open for business, you must have a pre-opening inspection. The pre-opening inspection is to verify that the facility was constructed according to the approved plans. There are two additional requirements to complete before calling to make an appointment for the pre-operational inspection:

- A. Purchase an operating permit.
- B. Obtain final approval of building and plumbing permits by local agencies.

Please be aware to ***plan ahead*** to schedule a pre-operational inspection. Call the plan reviewer at least **one week** before you wish to open. There is a penalty for beginning to operate without approval. The penalty for opening without approval is one-half the annual permit fee. Also, if you do not pass the pre-opening inspection, the **fee for a return pre-opening inspection is \$430.00** (for two (2) hours of activity and travel time), plus \$215 per hour.

Remodel projects also require a pre-opening inspection before you can start using the newly remodeled space. An operating permit may be already on-site, but if not, you will need to purchase a permit before the pre-opening inspection. All plumbing work must be done by a commercial plumber and the plumbing permit must have final plumbing approval. A building permit, if required, also needs final sign-off.

You may also receive a bill for any time spent beyond the base fee. All outstanding fees must be paid as soon as possible and before your permit is mailed to you. Failure to pay outstanding fees from the entire plan review process within two (2) weeks may result in suspension of your operation.

PLAN DETAILS

1. Sinks

- A. 3-compartment sink, with a space for soiled utensils ahead of the first compartment and a space for the clean utensils after the 3rd compartment is required. If a commercial dishwasher is also provided, dishes and utensils must be scraped and, if necessary, pre-flushed. The size of the compartments of the 3-compartment sink and any added dishwasher must be large enough to accommodate the largest utensil/equipment used in the establishment. Provide make and model of the dishwasher.
- B. Handsinks (or handwashing sinks) are required in all food preparation and warewashing areas. Handsinks must remain accessible and conveniently located within 25 feet of food preparation, food dispensing, and warewashing areas and may not be used for any other purpose. This may require more than one handsink per food service. Handsinks must be equipped with mixing faucets, hand soap and paper towels.
- C. Minimum hot water temperature allowed at all handsinks is 100°F at the tap through a mixing valve. Ideally, the hot water should be 100-120 °F. Sufficient hot water to meet the peak demands of the establishment operation must be provided.
- D. Sufficient food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.
- E. Food establishments serviced by the City of Seattle's Drainage and Waste Utility are required to install a grease-capturing device. If the device of choice is an "Interceptor" it should be sized according to the Uniform Plumbing Code Appendix "H". Please call 263-9566 for additional information. Other jurisdictions may have similar requirements so check with your local jurisdiction.
- F. A service sink (or mop sink or janitorial sink) is required. Hot and cold running water must be supplied to the service sink. A vacuum breaker must be provided for a service sink if a hose will be attached to the faucet.
- G. A running water dipper well for bulk ice cream service (optional).
- H. Establishments preparing beverages such as mixed drinks or blended drinks may be required to provide an additional sink for disposal of liquid waste depending on menu and facility layout.
- I. Indicate floor drains in all areas where floors are subject to wetting.
- J. Provide the location, type and capacity (in gallons and/or gallons per hour) of the water heater. **The water heater must be large enough to meet the peak hot water needs of the facility.**
- K. Where less than 18 inches lateral separation exists between sinks and adjacent fixtures, food-contact surfaces, or open storage shelving, a splash guard divider constructed of durable, non-absorbent, and easily cleanable material must be provided.

2. Restrooms

- A. Employee restrooms are required. Public restrooms are required with any on-premise consumption of food and beverages. Public restrooms must be conveniently located and available during all hours of operation. Patrons cannot go through any food preparation areas or unpackaged food storage areas to reach the restrooms, as patrons must not interfere with any part of the food service operation. Employees may use the same restrooms provided to the public provided they are located within 200 feet. Local building jurisdictions have authority over restroom requirements. Minimum fixture requirements are located in Chapter 29, table 29A, of the building code (this chapter is used as a replacement for chapter 29 of the IBC).
- B. Use of an on-site sewage (septic) system is permitted (under Title 13 Rules and Regulations No. 3 – “King County Sewage Regulations,” revised September 2008) as long as the discharge of organic fats and oils meets guidelines. Please contact the Eastgate District Public Health Office at 206-477-8050.

3. Equipment

- A. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all refrigeration units (catalogue cuts) must be included.
- B. Provide details of all cooking line equipment (deep fryer, stoves, grills, ovens, woks, steamers, etc.).
- C. Provide location of equipment in food service areas (steam tables, soup pots, refrigerated display cases, etc.).
- D. Detail work areas (worktables, stationary cutting blocks, counter, etc.).
- E. Show storage areas and cabinetry. Food storage must be six (6) inches off the floor.
- F. Indicate self-service areas with sneeze guards (buffet lines, salad bars, self-service condiments, self-service beverage, etc.). Provide details of the sneeze guard.

4. Finishes

- A. Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth, non-toxic, non-absorbent, durable and easily cleanable.
- B. Floor wall junctions must have a coved base.
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed. Paint applied to the surfaces must be of a gloss or semi-gloss enamel finish.
- D. No exposed plumbing or wiring.
- E. All equipment and cabinetry must be flush mounted (or smooth and sealed) to counters, walls or floors, or be raised/located to allow for cleaning.

5. Ventilation

- A. Show mechanical exhaust ventilation systems. Contact the local building department for specifications.

6. Miscellaneous

- A. All light fixtures must be shielded.
- B. Show employee locker areas or employee dressing rooms.
- C. Show outdoor garbage/food waste storage areas.
- D. Any specialized processing methods, such as smoking of food for preservation, curing of meats, vacuum packaging, or sous vide may require a variance.
- E. The Washington State Department of Labor and Industries may require eye wash stations. See <http://www.lni.wa.gov/Safety/Topics/AtoZ/Restaurants/PDFs/Factsheet.pdf> for more information.

RESOURCES

The following resources are health department and building/plumbing contacts:

Downtown Environmental Health Office (submit plans here)	401 – 5 th Ave, 11 th Floor Seattle, WA 98104 http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx	206-263-9566
Plumbing Permits – for both Seattle & King County	401 - 5 th Avenue, 11 th Floor Seattle, WA 98104 ~or~ Eastgate District Health Office 14350 S.E. Eastgate Bellevue, WA 98007	206-263-9566 206-477-8050
DPD (Seattle building)	700 5 th Avenue, 19-22 nd Fl. http://seattle.gov/dpd/	206-684-8850
DPER (County building)	35030 SE Douglas St., Ste 210 Snoqualmie, WA 98065-9266 http://www.kingcounty.gov/property/permits.aspx	206-296-6600
City of Seattle Office of Economic Development	http://www.growseattle.com/restaurant	206-684-3436

Please see the attached drawing for a typical plan example.

You must apply for a Public Health - Seattle & King County operating permit before you open for business. The completed permit application and fee must be received before opening or an additional half permit fee will be charged as a penalty.

This is a guideline to the basic requirements of a food service establishment. Actual requirements are detailed in the Seattle-King County Food Code. If you desire a copy of the Food Code, please contact your inspector or look on-line at <http://www.kingcounty.gov/healthservices/health/BOH/code.aspx>, specifically Title 5, **and** <http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules.aspx> .